

UNIQUE CLERICAL CAREERS

Defense Intelligence Agency

The Mission

The Defense Intelligence Agency (DIA) was established in 1961. Its purpose: to meet the many intelligence requirements of the United States Department of Defense. Today, the Agency is the major organization for intelligence within the Department of Defense, serving as a central, responsive source of military intelligence data.

The DIA consists of a highly trained workforce of civilian and military professionals. These intelligence experts work with information which affects our national security. They collect, analyze, and evaluate a variety of important facts and figures. As a DIA employee, you will be responsible for supporting these individuals in many fascinating areas.

The Assignments

Defense Intelligence Agency has several convenient locations: Agency Headquarters in the Pentagon, offices in nearby Rosslyn, Virginia, or the Defense Intelligence Analysis Center at Bolling Air Force Base in Washington, D.C. Close to the Nation's Capital, you will enjoy all the excitement of Washington's many cultural, entertainment, recreational and educational facilities, as well as your choice of city, suburban, country or waterfront lifestyles. At all of our offices, you will have the chance to work with the latest equipment in pleasant, comfortable surroundings. Best of all, you will really enjoy your work.





Standard Form 171

Application for Federal Employment | Formerly Personal Qualifications States

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Privacy Act Statement

Read the Following Instructions Carefully Before You Complete This Application

Ishments in the job. We may verify your description with your former employers.

* If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate you.

* Write in each experience block your name at that time. If it is differ-ent from the name you currently use. *Show your former name in parentheses on the first line under Description of Work.

Veteran Preference (time 2)

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W	ORK EXPERIENCE If you have no work expe	rrience, write "NONE" in	A below and go to	25 on page 3	
3	May we ask your present employer about your character, of and work record? A "MO" will not affect our review of your go you go y	aktications	for a paying job. welfare, service. • INCLUDE MILITA	applying for, complete a You may receive credit and other organizations BY SERVICE—You shou	id complete all parts of the experience block jus-
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4	Describe your current or most recent job in Block A and we each job you held during the past 10 years.		• IF YOU NEED MI	ORE EXPERIENCE BLOC	s in a separate exparience block XS OR MORE SPACE TO DESCRIBE A JOB-
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36 List any honors, awards, or fellowships you have received. For each, give the year it was received.

REFER	ENCES					
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DEPARTMENT OF DEFENSE
DEFENSE INTELLIGENCE AGENCY

DEFENSE INTELLIGENCE AGENCY WASHINGTON, D.C. 20340

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Dear Applicant:

For a list of job openings, please feel free to call our Vacancy Announcement Number.

If you have any questions, please call the Personnel Department at the Defense Intelligence Agency.

Vacancy Announcement # 373-2700 DIA Personnel # 373-2628

Area Code 202



DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-



SPECIAL EMPLOYMENT CRITERIA

As an applicant for employment in the Defense Intelligence Agency, it is imperative that you are made aware of and fully understand the special employment criteria associated with employment in the Agency.

The DIA mission is one of paramount importance to the security and defense of the United States. As a key component of the U.S. Intelligence Community, the Agency is primarily responsible for meeting the foreign military and military-related intelligence requirements of the National Command Authorities (President, Vice President, National Security Council, etc.), the Secretary of Defense, the Joint Chiefs of Staff, and the Unified & Specified Commands worldwide.

Employees of the DIA are thus key contributors to the management and production of intelligence information which directly influences the formulation and execution of this Nation's foreign and defense policies. Conducted in a state-of-the-art facility, the work presents a unique opportunity to personally contribute to the national defense and provides exceptionally challenging career opportunities which few other employers in Government or the private sector can match.

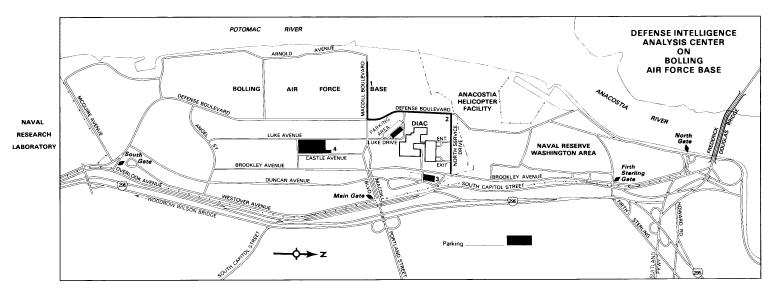
However, because of the unique nature of the mission, the DIA work environment requires that employees meet the rigid security requirements for access to Sensitive Compartmented Information. This requirement mandates that employees meet and maintain the highest levels of personal honesty and integrity. Accordingly, you should be aware that, as an applicant to and prospective employee of the Agency, the following special employment criteria are governing for initial and continued employment in the Defense Intelligence Agency:

- Employment is subject to completion of a detailed background investigation to insure compliance with the Agency's special employment criteria. All statements and claims made in employment application and security forms are subject to investigative verification. Intentional misstatement of or witholding of information during initial personnel and security processing may preclude employment.
- All employees are subject to periodic reinvestigation to insure continued compliance with the Agency's special employment criteria.
- Your character, conduct, and discretion must be above reproach and you must have unquestioned loyalty to the United States.
 - You and members of your immediate family shall be U.S. citizens.
- Marriage to a foreign national will preclude employment with DIA. If, after employment, you marry a foreign national, termination of employment may be effected.
- No member of your immediate family and no one to whom you may have ties of affection, kinship, or obligation shall be of dubious loyalty to the United States nor be a citizen and resident of a foreign country.

- All employees are required to immediately report any significant changes in personal status that could affect their eligibility for access to Sensitive Compartmented Information, any travel to a foreign country, any contacts with citizens of a hostile country, and any arrest or court actions other than minor traffic violations.
- All employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. An agreement is also required to authorize Agency pre-publication review of certain material prior to disclosure during and after employment with the DIA.
- Applicants and employees may be subject to an initial and periodic polygraph examination.
- As Federal drug testing programs are instituted and implemented, applicants and employees may be subject to drug testing.

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DEFENSE INTELLIGENCE ANALYSIS CENTER (DIAC)



DIRECTIONS

Proceeding north on I-295, take the Portland Street exit to Bolling AFB. Inside Bolling, Portland Street becomes MacDill Boulevard. Continue on MacDill Boulevard to Luke Avenue and turn right on Luke (for visitor parking and the visitor entrance). Proceeding south on I-295, take Portland Street exit to Bolling AFB and the same directions as above. For those coming south across the South Capitol (Frederick Douglass) Bridge, proceed on South Capitol Street and exit at the Firth Sterling Street gate or proceed on to the main gate at Portland Street.

PARKING

Visitor parking is permitted in the visitor entrance parking lot off Luke Avenue in front of the building, spaces 23-56 (3 hour limit).

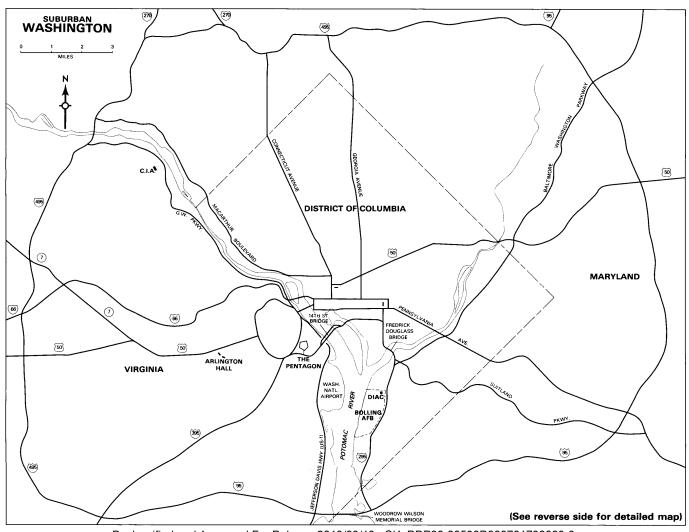
Alternate visitor/employee parking areas:

- *1. MacDill Blvd (in Front of Ball Fields Only)
- *2. Defense Blvd & North Service Drive
- *3. Honor Guard Lot
- 4. CE Hangar (Next to Building 5683)

*These Parking Areas Are Full By 0700 Hours CAUTION: Do Not Park On Any Seeded Area Or In Areas Designated For B Decals Only

Violators Are Subject to a \$25.00 Fine and Booting

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The Requirements

In order to be a DIA employee, you must meet certain criteria. First, you must be a United States citizen and a high school graduate. Second, you must pass the Agency typing or stenographer examination. And third, you must meet the standards of a thorough background inquiry, which requires three to four months for pre-employment processing. DIA positions are in the Excepted Service; Civil Service status is not required. The Agency has direct hiring authority.

Your career with the DIA will be exciting and rewarding. Our mission is unique, and you play an important role in our operations. While you earn, you will be performing a service vital to our country, and you will be rewarded on many levels. In short, it is a career that will make you proud. To apply, simply complete a Standard Form 171 "Personal Qualifications Statement," and mail it directly to:

Defense Intelligence Agency Civilian Personnel Operations Division (RHR-2)

Washington, D.C. 20301-6111

The Rewards

Depending upon your education and experience, starting salaries are normally between the GS-3 and GS-6 levels. Through additional experience, performance, and merit, you may earn regular salary increases. The DIA encourages career development and offers a number of "in-house" courses designed to develop your level of secretarial expertise as well as enhance promotion opportunities. Inservice promotion, placement, and incentive awards programs all contribute to your personal and professional growth at the DIA.

As a permanent member of DIA, you are entitled to receive all Federal benefits. For example, all employees earn 13 days of sick leave each year, which accumulate without limitation. You will be paid for all Federal holidays every year, and in addition you will receive:

- 13 workdays of paid leave each year for the first three years of Federal service.
- 20 workdays of paid leave each year with 3-15 years of Federal service.
- 26 workdays of paid leave each year after 15 years of Federal service.

And you can take advantage of regular and optional low-cost group life insurance as an employee of the DIA. A variety of low-cost Group Hospitalization Plans are available to you as well. Both you and the Government contribute to the cost of health insurance, depending on the type of plan you select. In addition, well-equipped Civilian Health Services offices and medical staffs are at your disposal for treating emergency illnesses and injuries.

With regard to retirement benefits, Social Security (FICA) Coverage is extended to those first appointed to Federal service on or after January 1, 1984—and to former Federal employees who return to work with the Federal government after a break in service of more than 365 days. If your employment provides you with retirement under the Civil Service Retirement System, an additional amount of your base pay is deducted to cover your retirement benefits.

The Opportunities

enerally, your duties and responsibilities ill depend upon the offices to which you re assigned. We operate on a regular 40-pur workweek, Monday through Friday, ccasionally, it may be necessary for you work overtime to complete an important roject.

Clerk Typist/ Stenographers

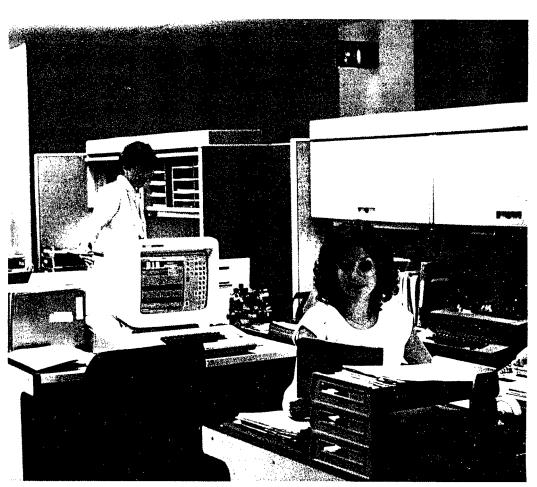
ou will provide clerical support to profesonal, administrative and research peronnel in a number of ways. You may hane correspondence and personal quiries, maintain files and records, and erform other general secretarial and erical tasks. As a stenographer, you will ovide dictation services as well.

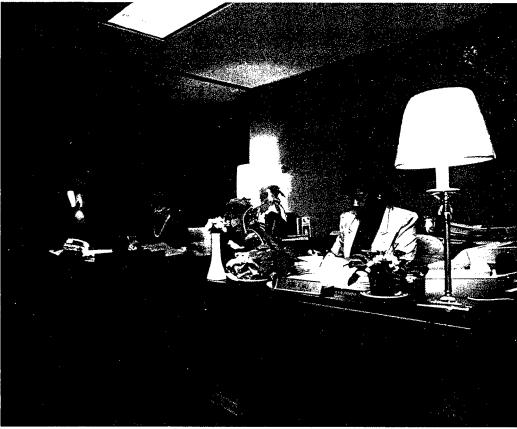
Word Processing Center Personnel

Du will produce a variety of reports, udies, messages, and other corresponence using a text-editing typewriter in ne of the DIA Word Processing Centers. Orking with rough drafts, you will first view for errors in spelling, grammar, and unctuation. Then you will assemble the aterial into a professional, finished prodet. The DIA will provide you with all of e training and instruction you will need to perate a word processor.

Secretary

this position, you will be responsible for oviding a wide spectrum of secretarial id administrative support. Through your lowledge, skills and abilities, you will play key role in the effective administrative anagement of your office as well as pand your skills and professional develoment to the maximum.





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